

**Embassy of the United States of America
Foreign Student (Thai) Internship Program 2010**

The Foreign Student (Thai) Internship Program will be offered from March 15 to May 14, 2010 during the summer break. The requirements are:

- (a) Be full-time students at an accredited Thai university;
- (b) Have already completed two years of university;
- (c) Be at least 18 years old;
- (d) Have their schools' endorsement;
- (e) Have a GPA of 2.8 or higher; and
- (f) Possess basic working knowledge of English.

Interested students should submit an application with verification of student status **through their university's Student Affairs Office no later than November 13, 2009.**

Students must identify the position number(s) of the position(s) they are applying for on their applications. Job descriptions, qualifications, and application form can be retrieved at U.S. Embassy Foreign Student (Thai) Internship Program 2010 Website URL: http://bangkok.usembassy.gov/job_opportunities.html

Internships will be offered in the following offices/organizations:

Vacancies number 1-5 require students currently enrolled in **specific** areas of studies.

- [SIP#2010/1](#) International Emerging Infections Program (IEIP), Center for Disease Control (CDC), **Nonthaburi Office**
- [SIP#2010/2](#) Regional Environment Office (REO), United States Agency for International Development (USAID)
- [SIP#2010/3](#) U.S. Patent and Trade Mark Office (USPTO)
- [SIP#2010/4](#) Financial Management Center (FMC)
- [SIP#2010/5](#) Immigration and Customs Enforcement (ICE), U.S. Department of Homeland Security (DHS)

Vacancies number 6-29 are for students currently enrolled in **general** areas of studies.

- [SIP#2010/6](#) Divisions of HIV/AIDS Prevention (DHAP), Center for Disease Control (CDC), **Nonthaburi Office**
- [SIP#2010/7](#) Tuberculosis (TB), Center for Disease Control (CDC), **Nonthaburi Office**

<u>SIP#2010/8</u>	American Citizen Services Unit, Consular Section (CONS)
<u>SIP#2010/9</u>	Fraud Prevention Unit, Consular Section (CONS)
<u>SIP#2010/10</u>	Foreign Commercial Service Office (FCS)
<u>SIP#2010/11</u>	Joint POW/MIA Accounting Command (JPAC)
<u>SIP#2010/12</u>	Cultural Unit, Public Affairs Section (PA)
<u>SIP#2010/13</u>	Information Resources Center, Public Affairs Section (PA)
<u>SIP#2010/14</u>	Media Unit, Public Affairs Section (PA)
<u>SIP#2010/15</u>	Translation Unit, Public Affairs Section (PA)
<u>SIP#2010/16</u>	Political Section (POL)
<u>SIP#2010/17</u>	Regional Employee Development Center (REDC)
<u>SIP#2010/18</u>	Regional Human Resources Office (RHRO)
<u>SIP#2010/19</u>	RSO Investigators Office, Regional Security Office (RSOI)
<u>SIP#2010/20</u>	Transportation Unit, General Service Office (GSO)
<u>SIP#2010/21</u>	Transnational Crime Affairs Section (TCAS)
<u>SIP#2010/22</u>	Human Resources Section, Executive Office, United States Agency for International Development (USAID/EXO)
<u>SIP#2010/23</u>	Office of Public Health, United States Agency for International Development (USAID/OPH)
<u>SIP#2010/24</u>	Regional Office of Procurement, United States Agency for International Development (USAID/ROP)
<u>SIP#2010/25</u>	Procurement and Property Management, United States Agency for International Development (USAID/Procurement&PPM)
<u>SIP#2010/26</u>	Regional Environment Office, United States Agency for International Development (USAID/REO)
<u>SIP#2010/27</u>	Office of U.S. Foreign Disaster Assistance, United States Agency for International Development (USAID/OFDA)
<u>SIP#2010/28</u>	General Development Office, United States Agency for International Development (USAID/GDO)
<u>SIP#2010/29</u>	Governance and Vulnerable Populations Office, United States Agency for International Development (USAID/GVP)

For additional information, please contact Khun Suthicha at Suthicha@state.gov or 02-205-4590.

*Please note that vacancies number 1-5 require students currently enrolled in **specific** areas of studies.*

SIP#2010/1

Office / Organization: International Emerging Infections Program (IEIP), Center for Disease Control (CDC), **Nonthaburi Office**

Job Description:

- Archival storage of selected bacterial pathogens and maintenance of a computer database of archived pathogens;
- PCR analysis of selected bacterial and viral pathogens
- Antibiotic susceptibility testing of selected bacterial pathogens
- Candidate will be provided on-the-job training throughout the program

Job Qualifications:

- Candidate must be currently enrolled in school of Microbiology or Medical Technology
- Candidate must have at least one laboratory course in microbiology
- Candidate must be proficient in English and Thai.

SIP#2010/2

Office / Organization: Regional Environment Office (REO), United States Agency for International Development (USAID)

Job Description:

- Assist REO Technical Specialists to conduct simple environment research and/or documentation surveys in the areas of climate change, natural resources and biodiversity, water and sanitation
- Assist in other relevant REO activities as assigned

Job Qualifications:

- Candidate must be currently enrolled in courses such as environmental science, agriculture, forestry, water resource management, biology, or other environment related studies
- Experience in conducting research and contacting government and environmental NGOs is preferred
- Willing to conduct research and/or documentation survey on any environment topics
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.

SIP#2010/3

Office / Organization: U.S. Patent and Trade Mark Office (USPTO)

Job Description:

- Search and summarize information from reference sources;
- Provide first-handed review and summarize the new development in law;
- Assist to research the Intellectual Property Law in the region;
- Assist in organizing trainings, seminar and other related duties as applicable.

Job Qualifications:

- Candidate must be currently enrolled in school of Law;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

SIP#2010/4

Office / Organization: Financial Management Center (FMC)

Job Description:

- Assist in special projects in relation to accounting and financial management functions;
- Perform other financial related tasks as assigned.

Job Qualifications:

- Candidate must be majoring in accounting or finance.
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

SIP#2010/5

Office / Organization: Immigration and Customs Enforcement (ICE), U.S. Department of Homeland Security (DHS)

Job Description:

- Assist investigators on day-to-day basis;
- Assist in planning of training and outreach activities provided to local law enforcement agencies and non-governmental organization;
- Assist with issues related to ICE repatriation program;
- Conduct research into laws and regulations as they pertain to ICE's investigative strategies;
- Perform other duties associated with daily activities of a professional law enforcement office

Job Qualifications:

- Candidate must be currently enrolled in school of Law;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Please note that vacancies number 6-29 are for students currently enrolled in general areas of studies. Please see job qualifications at the bottom of attachment 1.

SIP#2010/6

Office / Organization: Divisions of HIV/AIDS Prevention (DHAP), Center for Disease Control (CDC), **Nonthaburi Office**

Job Description:

- Provide logistics and administrative support to DHAP office;
- Perform data entry, arrange, organize and track documents;
- Perform other duties as assigned.

SIP#2010/7

Office / Organization: Tuberculosis (TB), Center for Disease Control (CDC),
Nonthaburi Office

Job Description:

- Provide logistics and administrative support to TB office;
- Perform data entry, arrange, organize and track documents;
- Perform other duties as assigned.

SIP#2010/8

Office / Organization: American Citizen Services Unit, Consular Section (CONS)

Job Description:

- Provide customer service to customers seeking routine consular assistance (passport applications, notary services, affidavits, etc.);
- Respond to telephonic requests for consular information;
- Assist with routine filing and archiving;
- Assist FSNs in the handling of emergency ACS cases (death, arrest, and repatriation);
- Perform any non-security related tasks as assigned by ACS.

SIP#2010/9

Office / Organization: Fraud Prevention Unit, Consular Section (CONS)

Job Description:

- Assist in conducting research cases, field investigations, completing validation studies
- Assist consular officers to interview applicants committing visa fraud, and other work concerning visa fraud
- Perform any non-security related tasks as assigned by FPU.

(Note: Intern will be limited on the access to the system. Access database used for this purpose is not security related.)

SIP#2010/10

Office / Organization: Foreign Commercial Service Office (FCS)

Job Description:

- Provide supports to the commercial specialists including administrative supports, trade promotion, and event support;
- Assist in market research and CTS database projects.
- Perform other commercial service related tasks as assigned

SIP#2010/11

Office / Organization: Joint POW/MIA Accounting Command (JPAC)

Job Description:

- Provide logistics and administrative support to office's personnel;
- Coordinates with other embassies, other separated JPAC detachments in Lao and Vietnam and JPAC headquarters to process country clearance and obtain visas;
- Prepare letters and memorandums for the Detachment Commander;
- Maintains and update all office's files correspondence, messages, reports, vehicle logs and maintenance files;
- Assist in translation (Thai to English and vice versa).

SIP#2010/12

Office / Organization: Cultural Unit, Public Affairs Section (PA)

Job Description:

- Provide support for educational and cultural exchanges programs, speakers program, international visitor program;
- Assist with logistics, organizing receptions, digital video conference, arranging lodging and travel for staff and guests, and arranging appointment;
- Assist with student advising activities.

SIP#2010/13

Office / Organization: Information Resources Center, Public Affairs Section (PA)

Job Description:

- Assist in monitoring and organizing inventory of all printed resources;
- Assist in managing data and information;
- Assist in providing logistic support and documentation preparation;
- Assist in monitoring and updating website, social networking sites, book, periodical catalogue, contact;
- Assist in providing requesting ALERT and E-TOC full texts to clients;
- Assist in general office duties

SIP#2010/14

Office / Organization: Media Unit, Public Affairs Section (PA)

Job Description:

- Monitor and scan newspapers and other media courses daily for relevant news clips and editorials;
- Assist in arranging and organizing media events and other outreach programs
- Assist in general office duties

SIP#2010/15

Office / Organization: Translation Unit, Public Affairs Section (PA)

Job Description:

- Assist with translation of news summaries, press releases, website content, and other translation tasks as assigned;
- Assist with other tasks including event support and general administrative duties

SIP#2010/16

Office / Organization: Political Section (POL)

Job Description:

- Support Political Specialists in the Political Section;
- Organize filing press items both papers and electronics in database;
- Conduct basic research for bio data used by the Section;
- Prepare/update briefing materials as required;
- Provide logistical support for visitors;
- Assist in Administrative / Clerical work;
- Act as a back up translator as requested.

SIP#2010/17

Office / Organization: Regional Employee Development Center (REDC)

Job Description:

- Provide clerical support to a full range of office operations;
- Assist in the preparation of power point presentations as well as training materials / handouts for various courses / workshops;
- Obtain participants' feedback and generating course evaluation reports;
- Gather pertinent information to upkeep and update REDC database regarding nationwide and worldwide training institutes;
- Keep all training records up-to-dated;
- Research information concerning course syllabus and / or outline as assigned.

SIP#2010/18

Office / Organization: Regional Human Resources Office (RHRO)

Job Description:

- Input and update computerized database;
- Organize subject files in accordance with the Embassy guidelines;
- Assist in receiving and screening employment applications;
- Assist in organizing special activities;
- Perform other duties as assigned.

SIP#2010/19

Office / Organization: RSO Investigators Office, Regional Security Office (RSOI)

Job Description:

- Input and update data in the local hire program, ATA database program;
- File and organize for various LSY programs;
- Assist in processing fingerprints, police checks, and local name checks;
- Input Contractor access program data entry;
- Assist in Residential Security Program as needed;
- Assist in general office duties or as the supervisor requests.

SIP#2010/20

Office / Organization: Transportation Unit, General Service Office (GSO)

Job Description:

- Provide administrative support to the unit;
- Manage shipping documents and data;
- Perform other tasks as assigned.

SIP#2010/21

Office / Organization: Transnational Crime Affairs Section (TCAS)

Job Description:

- Assist in translating training materials;
- Assist with program activities in supporting police training events and official encounters with Thai prosecutors and judiciary;
- Perform other TCAS related tasks as assigned.

SIP#2010/22

Office / Organization: Human Resources Section, Executive Office, United States Agency for International Development (USAID/EXO)

Job Description:

- Assist HR team in overall personnel activities of Human Resources which include recruitment / employment, training, HR records management, employee relations;
- Perform other HR administrative tasks as assigned

SIP#2010/23

Office / Organization: Office of Public Health, United States Agency for International Development (USAID/OPH)

Job Description:

- Provide general administrative assistance and secretarial back up support to the OPH as assigned;
- Maintain newspaper clipping files on relevant project items;
- Update computerize database;
- Facilitate on the OPH internal and external meetings and events;
- Provide logistics support for temporary duty travelers;
- Systematically organize references materials / library and to provide copying and assembling briefing books as required.

SIP#2010/24

Office / Organization: Regional Office of Procurement, United States Agency for International Development (USAID/ROP)

Job Description:

- Provide administrative and secretarial support to ROP;
- Manage and maintain of official office documents i.e. hard-copy procurement files / agreements;
- Assist office's secretary on travel arrangement;
- Maintain office supply;
- Coordinate meeting and general office support as required.

SIP#2010/25

Office / Organization: Procurement and Property Management, United States Agency for International Development (USAID/Procurement&PPM)

Job Description:

- Provide administrative service to EXO procurement office;
- Record management of purchase requisition, purchase order, lease documents and vender contract information;
- Track procurement records and prepare procurement actions i.e. purchase request, contract, and contract modification;
- Obtain quotations from vendors
- checking office inventory
- Assist in other duties as assigned.

SIP#2010/26

Office / Organization: Regional Environment Office, United States Agency for International Development (USAID/REO)

Job Description:

- Provide secretarial and administrative support to REO which includes up-keeping / tracking / filing / organizing office's documents, folders, letters as well as electronics files;
- Assist office's secretary for travel arrangement i.e. visa request, prepare travel order etc.;
- Assist in other duties as assigned.

SIP#2010/27

Office / Organization: Office of U.S. Foreign Disaster Assistance, United States Agency for International Development (USAID/OFDA)

Job Description:

- Provide full range of secretarial services and clerical functions to OFDA which includes respond to incoming telephone call and visitors / schedule meeting / draft letter, memo and report / prepare and update visitors list and mission calendar / provide logistics support to office's personnel / prepare country clearance cable / maintain office supplies;
- Assist in other duties as assigned.

SIP#2010/28

Office / Organization: General Development Office, United States Agency for International Development (USAID/GDO)

Job Description:

- Provide secretarial and administrative support to GDO;
- Maintain official files, office supplies and schedule meetings;
- Perform other GDO related tasks as assigned.

SIP#2010/29

Office / Organization: Governance and Vulnerable Populations Office, United States Agency for International Development (USAID/GVP)

Job Description:

- Provide secretarial and administrative support to GVP;
- Maintain official files, office supplies;
- Schedule meetings and assist office's secretary for travel arrangement
- Perform other GVP related tasks as assigned.

Below are job qualifications for vacancies number 6-29 only.

- Candidate must be currently enrolled in school of Business Administration, Arts, Liberal Arts, Humanities, Education, Economics, Political Sciences, Communication Arts, International Business Management, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills;
- Candidate must be proficient in English and Thai;
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours:

40 per week (flexible)

*****Please note that the above vacancies are unpaid jobs.***
